

School Maintenance Project Grant Program

Instructions for the Final Report Process

April 2024

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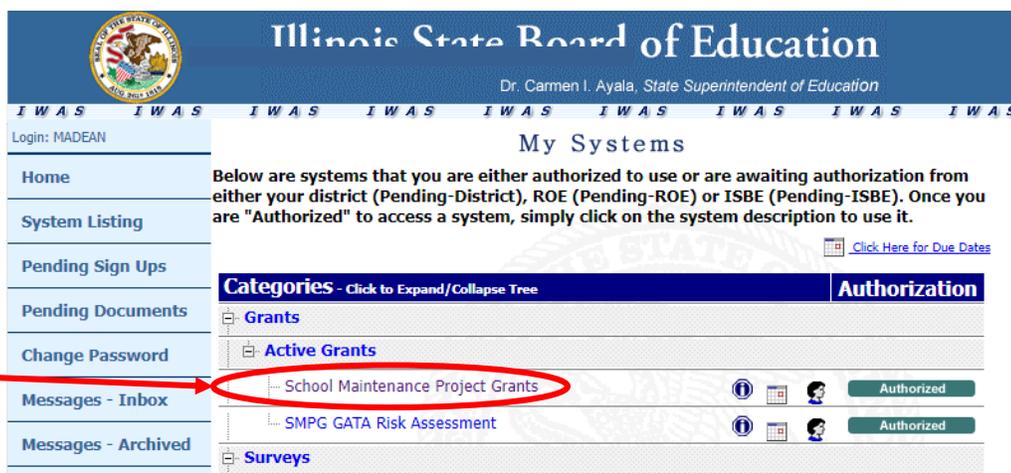
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I. Final Expenditure Report Instructions

A. School District Role – Creating and Submitting the Final Expenditure Report

1. The Final Expenditure Report should be completed and submitted in IWAS within 20 days of final project completion. **NOTE:** Grant funds are subject to the Illinois Grant Funds Recovery Act [30 ILCS 705]. Any funds not expended or legally obligated within two years after disbursement by the state shall be returned to the Illinois State Board of Education (ISBE) within 45 days. There will be a 90-day liquidation period to fully liquidate the funds and get to final project closeout for grant funds that are legally obligated at the two-year mark. . Any grant funds not obligated within two years and expended within 90 days after the two years shall be returned to ISBE within 45 days.
2. Log in to [IWAS](#) & go to System Listing. Click **School Maintenance Project Grants** under Active Grants.



3. Select **Final Expenditure Reports** from the screen below.



Please select the section of the Maintenance Grant System you would like to work in from the following:

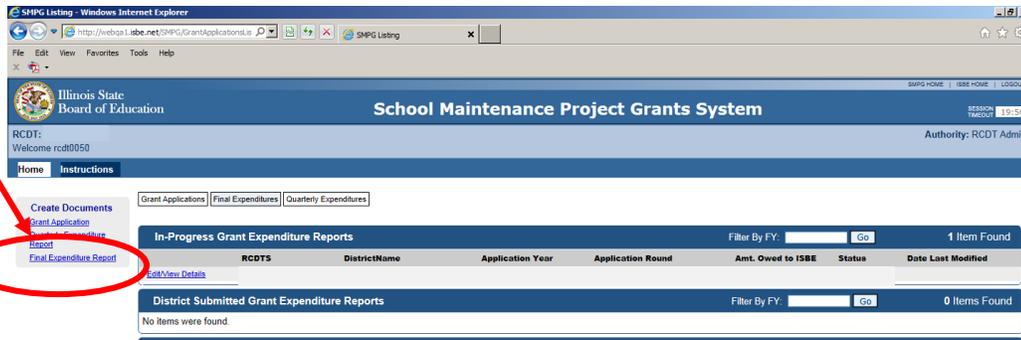
- Grant Applications
- Quarterly Expenditures
- Final Expenditure Reports

Once you are in the system, you may switch to a different section at any time by clicking on "Grant Applications", "Quarterly Expenditures" or "Final Expenditures" at the top of the Home screen.

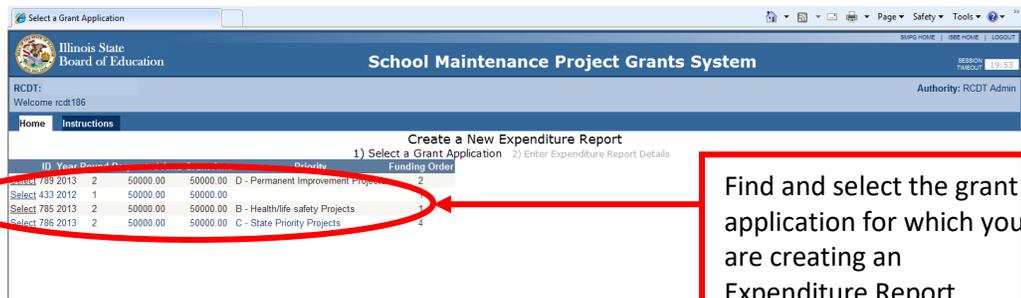
[Next](#)

Click here to create Final Expenditure Report.

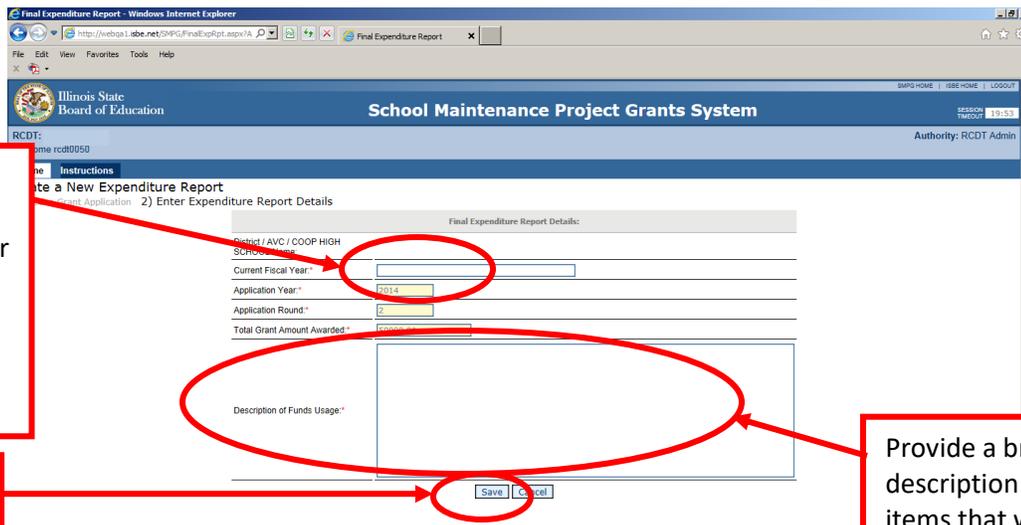
4. Click **Final Expenditure Report** under Create Documents on the home screen.



5. Find and select the grant application for which you are creating an Expenditure Report.



6. Enter the Current Fiscal Year, along with a description of all work items that were completed with the grant. Click the **Save** button when complete.



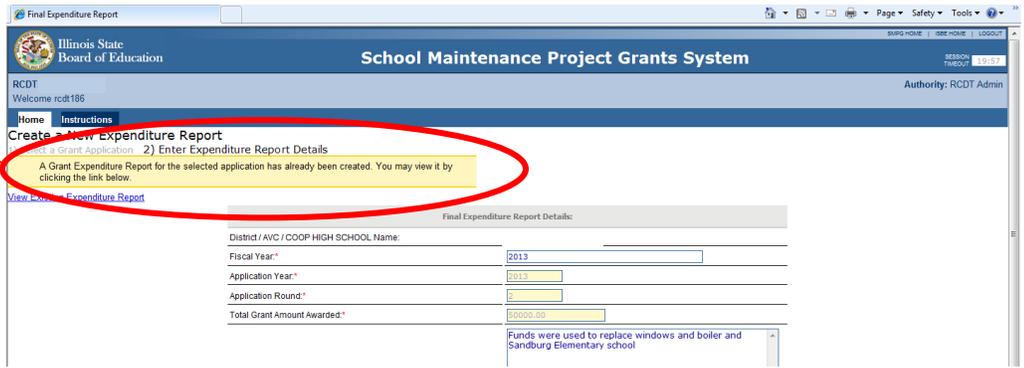
Enter the current fiscal year to document the year the Final Expenditure Report was created.

Save when done.

Provide a brief description of all work items that were completed with the grant.

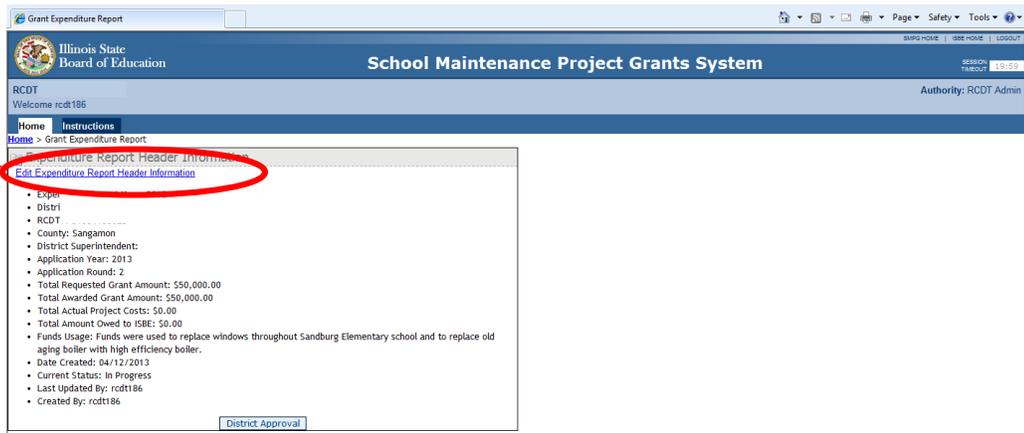
NOTE: If the Final Expenditure Report has already been started for that application, a **yellow highlighted message** will appear along with a link to View Existing Expenditure Report.

Please note.



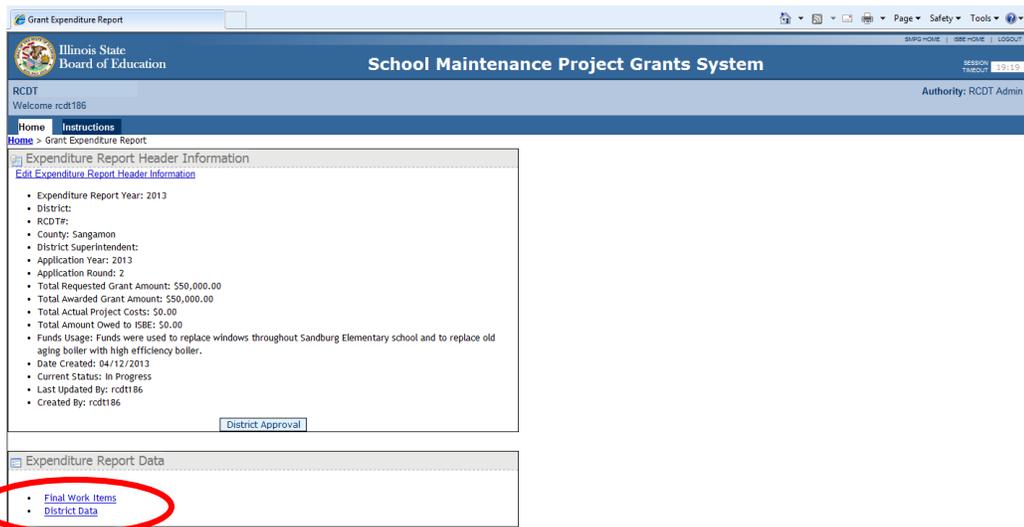
7. Review the Expenditure Report Header Information on the Expenditure Report Header Page for accuracy and, if needed, make corrections using **Edit Expenditure Report Header Information**.

Use this for corrections.



8. Click **Final Work Items** under Expenditure Report Data.

Click here.



9. Click **Open** for each work item.

Click to open each work item and complete required information.

| Item I.D. | Facility Name | Facility Address | Facility Description | Project Description | Priority Code | Category Code | Unit of Measure | Quantity | Est. cost | Est. Start Date | Est. Completion Dt | Actual Start Date | Actual Completion Dt | Actual cost |
|-----------|---------------|------------------|---|--|---------------|---------------|-----------------|----------|-------------|-----------------|--------------------|-------------------|----------------------|-------------|
| Open 1 | | | Elementary building built in 1961, latest addition in 1965, 13 classrooms, capacity for 176 students, 19,560 square feet. | replacing windows throughout facility | C | WND | per unit | 45 | \$85,000.00 | 06/01/2013 | 08/15/2013 | | | |
| Open 2 | | | Elementary school built in 1961, latest addition in 1965, 13 classrooms, capacity for 176 students, 19,560 square feet. | replace boiler with high efficiency one to reduce energy costs from old aging boiler | C | HVAC | per unit | 1 | \$30,000.00 | 06/01/2013 | 07/01/2013 | | | |

Total Estimated Project Cost: \$115,000.00
 Total Requested Grant Amount: \$50,000.00
 Total Reserved Local Funds: \$65,000.00

10. List the **Total Actual Work Cost**, **Actual Start Date**, and the **Actual Completion Date**. Click the **Save Item** button when all information has been entered correctly. Complete this process for each work item.

Complete all fields to show actual dates and actual cost of project.

Save when done

Save Item Cancel

11. **Return to the Expenditure Report Header Page** by clicking **Grant Expenditure Report**.

Click here.

Click here.

| Item I.D. | Facility Name | Facility Address | Facility Description | Project Description | Priority Code | Category Code | Unit of Measure | Quantity | Est. cost | Est. Start Date | Est. Completion Dt | Actual Start Date | Actual Completion Dt | Actual cost |
|-----------|---------------|------------------|---|--|---------------|---------------|-----------------|----------|-------------|-----------------|--------------------|-------------------|----------------------|-------------|
| Open 1 | | | Elementary building built in 1961, latest addition in 1965, 13 classrooms, capacity for 176 students, 19,560 square feet. | replacing windows throughout facility | C | WND | per unit | 45 | \$85,000.00 | 06/01/2013 | 08/15/2013 | 04/01/2013 | 04/12/2013 | \$88,236.00 |
| Open 2 | | | Elementary school built in 1961, latest addition in 1965, 13 classrooms, capacity for 176 students, 19,560 square feet. | replace boiler with high efficiency one to reduce energy costs from old aging boiler | C | HVAC | per unit | 1 | \$30,000.00 | 06/01/2013 | 07/01/2013 | | | |

Total Estimated Project Cost: \$115,000.00
 Total Requested Grant Amount: \$50,000.00
 Total Reserved Local Funds: \$65,000.00
 Total Actual Project Cost: \$88,236.00

12. Click **District Approval** to submit. Once approved, a **green box** will appear at the top of the screen indicating that the Expenditure Report has been submitted.

The screenshot displays the 'School Maintenance Project Grants System' interface. At the top, there is a navigation bar with 'Home' and 'Instructions' links. Below this, a green notification box states 'Expenditure Report has been submitted to the ROE.' The main content area is titled 'Expenditure Report Header Information' and lists various details such as 'Expenditure Report Year: 2013', 'District: RCDT', 'County: Sangamon', and financial figures. At the bottom of this section, there is a 'District approval' button. A red box on the left contains the text 'Click here.' with an arrow pointing to the 'District approval' button. The button itself is also circled in red.